

New Hampshire Department of Transportation
RTAP RFP Addenda: Questions & Answers

Q: The RFP states the annual RTAP apportionment is approximately \$100,000 annually plus \$30,000 annually for scholarships. Is \$130,000 the total annual budget for the project?

A: NHDOT has not set the annual budgetary limit for this project, but was rather trying to illustrate what our normal annual FTA RTAP apportionment is (approximately \$100,000) and the approximate amount of funds that are expected to pass-through the selected firm for the purpose of RTAP scholarship reimbursements. NHDOT also has prior year unexpended RTAP funds that could be applied to this project. NHDOT is looking for a cost to provide the scope of services as requested, but wants firms to understand that an additional \$30,000 will be included in the contract merely as a pass-through for scholarships and if scholarships do not total \$30,000 in a contract year, those funds will not be eligible for drawdown by the contractor since they are pass through to subrecipients only.

Q: What is the total number of individuals employed by the 32 systems that will be provided with training through NH RTAP?

A: At this time NHDOT does not know the total number of individuals employed by these agencies. However, please note that the required trainings (DDC, Emergency Evacuation Procedures and Passenger Assistance Training) are only required to be completed by drivers who will be driving FTA-funded vehicles.

Q: The training sites must be statewide to provide geographic coverage and course availability.

Is the establishment of regional training sites acceptable to provide statewide coverage?

Yes, the established of regional training sites would be acceptable.

What is an acceptable travel time or mileage range for participants?

We currently have no steadfast number, but would estimate the acceptable range to be an approximate 60-minute drive time. NHDOT would entertain recommendations on how firms would approach providing "statewide coverage for geographically dispersed subrecipients."

Will the training equipment previously purchased by NHDOT be available to the selected contractor?

Yes, training equipment previously purchased by NHDOT will be made available to the selected firm.

Equipment includes:

- 4 Dell Latitude D610 Laptops (purchased in 2002)
- 4 Epsom PowerLite 765c LCD projectors
- 2 (RTAP-dedicated) Q'Straint Aluminum Training Platforms (with all securement devices) & access to 5 additional training platforms located at 5311 subrecipient sites

Q: Does NHRTAP have a list of qualified instructors that were used in 2011 for in-state training? If yes, will bidders be provided with the list?

A: NHDOT had four instructors that were qualified to instruct NHPAT, NHPAT Refresher and Emergency Evacuation and they were: Ken Hazeltine (Granite State Independent Living), Jim Sudak (Belknap-Merrimack CAP), Beverly Raymond (Tri-County CAP) and Steve Leavitt (Advance Transit). NHDOT is uncertain as to each individual instructor's willingness to remain an active instructor once the program is no longer directly managed by NHDOT. Additionally, NHDOT does not train or directly hire DDC instructors, but rather uses certified DDC instructors employed by two vendors: Safety & Health Council of Northern New England and NH Traffic Safety Institute.

Q: What is the average number of participants per passenger assistance training?

A: The average number of participants in a full 8-hour PAT is 8.

Q: Does NHRTAP require a minimum number of participants to hold a training? If so what is the minimum number?

A: Generally, NHDOT has required a minimum of 6 people to hold a class, but would be open to recommendations or suggestions from firms on this practice.

Q: Does NHDOT have specific course requirements such as; CTAA PASS, National RTAP, or DRIVE, etc. for Defensive Driving, Passenger Assistance, Emergency Evacuation? If yes, could those requirements be provided?

A: NHDOT does not have SPECIFIC course requirements, but generically, here are some key points to accomplish with the contract-required topics that we currently offer and, through this RFP, asked to be revised:

- Passenger Assistance Training—increasing driver sensitivity to the needs of passengers (who may have special needs, conditions, etc), increase driver's practical knowledge of client mobility devices and vehicle

concerns or constraints, and to increase driver's proficiency in assistance techniques and mobility device securement through discussion & hands-on

- Passenger Assistance Training Refresher—same as PAT, but condensed version for seasoned drivers (course is taken 3 years after PAT course, as a refresher of skills)
- Emergency Evacuation Procedures—understanding your vehicle & safety/evacuation options, understanding your passengers (from evacuation standpoint), pre-emergency preparation, and emergency evacuation procedures
- Defensive Driving Course—reinforce safe driving habits, learning to drive defensively, making safe choices, becoming aware of conditions, and honing safe driving skills.

Q: Has NHRTAP utilized guaranteed slots in publicly advertised available courses to meet defensive driver training needs? If yes, what vendors and courses were used?

A: NHDOT has utilized two vendors (Safety & Health Council of Northern New England and NH Traffic Safety Institute) to fulfill all of our RTAP-required DDC courses. Both vendors are willing to schedule, at NHDOT's request, closed on-site DDC courses (either DDC6, DDC4 or DDC Attitudinal) specifically for RTAP participants and both offer publicly available classes through which NHDOT staff has been able to sign up RTAP participants on a space-available basis for a negotiated (reduced) per student rate.

Q: Will the technical assistance workshops be held in Concord?

A: Most technical assistance workshops are held in Concord, but again, another approach to this would be entertained.

Q: Has NHDOT RTAP program incurred expenses for training facilities for previous trainings?

A: NHDOT has only incurred expenses for facilities that are non-RTAP recipient properties, such as hotels or community center meeting space that has been utilized for larger technical assistance workshops.

- If yes, could the cost per facility per training be provided?
 - A per site cost cannot be provided as hotels utilized vary and rates fluctuate. Normal host sites (subrecipients and transit agencies) have never levied a fee.
- If no, how were the facilities secured?

Q: Are the quarterly RTAP Advisory Council meetings held in Concord?

A: RTAP Advisory Board meetings have traditionally been held in Concord, and whenever possible, on the first Thursday of the month, before or after the New Hampshire Transit Association (NHTA) meeting. (Note: most advisory board members are also NHTA members & NHTA holds monthly meetings in Concord on the first Thursday of every month)

Q: Will the selected contractor provide website updates to the current host?

A: The selected firm will be given the ability to rebuild or recreate a NH RTAP, or could be given access to the current site to take over. The domain name can change and the website hosting site can change as well. NHDOT is most concerned with the NH RTAP website meeting, at a minimum, the requirements as detailed in Task V of the RFP.

Q: The RFP requires the selected contractor to process, track and report on all RTAP related expenses and make payments to vendors. Could NHDOT please provide information on level of detail and frequency of financial reports? What type of financial reports

A: Per the RFP requirements, the format of the quarterly and annual financial reports will be proposed by the contractor and approved by NHDOT. Level of detail on the quarterly reports would be anticipated to be more of a summary level (expenditures by category types—training, technical assistance, scholarships, related support services and remaining balances in each category), whereas year-end financials will be much more detailed.

Q: Is it acceptable for the contractor to make scholarships payments to individuals within 10 days of receipt of payment from NHDOT?

A: In accordance with the Common Rule (49 CFR 18:20) and FTA Circular 5010.1D, "Payments received from FTA must be disbursed within three business days." Therefore, FTA Reimbursement for scholarships must be made within three business days of receipt of the funds; however, NHDOT will investigate the possibility of allowing a small monthly "cash on hand" for anticipated scholarship reimbursements so that scholarship reimbursements can take place in a timely and efficient manner without the initial cash outlay by the contractor.

Q: For the Tri-State Conference, is there a separate budget for this?

A: There is not a separate budget for the management (scheduling, planning, etc) for the Tri-State Transit Conference, but additional funds will be made available, as a pass through, for the actual expenses of the conference (instructors, hotel, meals, etc). NHDOT wants firms to incorporate the management function of scheduling/hosting into this RTAP proposal and additional pass through funds (from Maine RTAP, Vermont RTAP, and NH RTAP) will be provided in the host year to pay the cash-based expenses associated with the conference.